

Remote Review/Survey Requirements

1.0 PURPOSE

This policy establishes requirements for the use and approval of alternative methods for performing reviews, surveys, and other conformity assessment activities (activities) as required by the following as applicable: National Board accreditation programs, the National Board's Board of Trustees (BOT) policies, the National Board Inspection Code (NBIC), and the American Society of Mechanical Engineers (ASME) Boiler and Pressure Vessel Code (ASME BPV Code).

2.0 PREREQUISITES

This policy may be used when in-person attendance by the Team Leader/Representative or a member of the review team is not possible or practicable. Approval of the National Board Assistant Executive Director, Technical, shall be obtained prior to the use of this policy. The Authorized Inspection Agency (AIA) shall send a written request to the National Board. Additionally, the portion of the AIA's Quality Management System (QMS) that addresses the required controls described in this policy shall be included with such request. The AIA shall maintain National Board approval on file in accordance with the document retention requirements of their QMS.

3.0 RESPONSIBILITY

The Assistant Executive Director, Technical, is responsible for the implementation of this policy.

4.0 REQUIREMENTS

- 4.1 If the scheduled activity is combined with an ASME review/audit, all requirements of ASME's *Conduct of Conformity Assessment Activities* procedure, Appendix D, shall be followed.
- 4.2 The use of communication technology supporting document sharing and live audio-visual coverage, including the measures to control this activity and the technology used, shall be acceptable to the National Board, AIA, jurisdiction, and Team Leader, as appropriate.
- 4.3 The National Board's acceptance of any remote conformity assessment activity is contingent on the Certificate Holder¹ providing reasonable assurance that the requirements as listed in this policy can be performed using communication technology that meets or exceeds the requirements specified in 4.3.1 d) 1) of this policy. The following requirements are subject to National Board surveillance and jurisdictional acceptance when required.

¹ A Certificate Holder, as used in this policy, currently holds a valid ASME or National Board *Certificate of Authorization* or is applying for a new *Certificate of Authorization*.

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4.3.1 The Certificate Holder:

- a) Shall ensure they have the capability to stream live video and audio from the shop or field location.
- b) Shall facilitate the remote activity. This includes providing access to the video technology and connectivity required to execute the activity in a manner acceptable to the Team Leader, Inspector, and/or Supervisor.
- c) Shall ensure the shop personnel implementing the program are available and physically present during the activity.
- d) Prior to the review or survey, the review team shall perform a live audio-video check with the Certificate Holder to establish the quality of the audio-video connection.
 - 1) The videoconferencing equipment used in the activity shall have a minimum resolution capability of 1/32 in. (0.8 mm) and a light intensity equivalent to at least 100 fc (1076 lux). The level of quality shall be acceptable to the Team Leader.
- e) Shall provide the Team Leader, Inspector, and/or Supervisor with access to all documentation needed to evaluate the activity being performed.

4.3.2 The AIA:

- a) Shall ensure the Supervisor or Inspector is physically present at the location of the activity to witness and direct the live stream video during the scheduled visit.
- b) Shall meet the joint review attendance requirements for Inspectors and Supervisors as outlined in the NB-263, RCI-1, *Rules for Commissioned Inspectors*, through virtual or in-person attendance.
- c) Shall document in the Inspector Diary the type of conformity assessment activity performed and the name, title, and location of personnel involved in such activity.
 - 1) If the assigned Inspector's diary is not available, then the information shall be recorded in an alternate Inspector Diary. The controls for how information will be recorded in an alternate Inspector Diary shall be described in the AIA's QMS.

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4.3.3 The Supervisor:

- a) Shall facilitate and coordinate the activity with the assigned Inspector and appropriate shop or site personnel to ensure that such activity can be conducted in an effective manner. The Supervisor shall ensure that access to all applicable and required Certificate Holder documentation is provided.

4.3.4 The Inspector:

- a) Shall have access to all documentation necessary to evaluate the activity being performed.
- b) Shall have the ability to direct the activity in a manner that provides the Inspector with assurance that the activity complies with the applicable Code (e.g., ASME BPV Code, NBIC) and the Certificate Holder's QMS.
- c) Shall document in the Inspector Diary, as a minimum:
 - 1) The type of conformity assessment activity performed.
 - 2) The name, title, and location of personnel involved in such activity.
 - 3) The Supervisor's acceptance of the Certificate Holder's use of this policy to conduct the activity, including their initial equipment demonstration.
 - 4) Confirmation that the activity was performed using live videoconference technology in accordance with this policy.

4.3.5 The Team Leader:

- a) Shall have received documented training on the virtual platform being utilized and how to perform the activity virtually.
- b) Shall be present (in person or virtually) for the full duration of live audio-video coverage of the activity.
- c) Shall have access to all documentation necessary to evaluate the activity being performed.
- d) Shall have the ability to direct the activity in a manner that provides them with assurance that the activity complies with the applicable Code and the Certificate Holder's QMS.
- e) Shall document in their report confirmation that the activity was performed and witnessed using live videoconference technology in accordance with this policy. Such documentation shall include the name, title, and location of personnel involved in such activity.

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- f) Shall ensure confidentiality of activities is maintained throughout the videoconferencing activity.
- g) The Team Leader may terminate the review or survey at any time during the process if they are unable to clearly see and/or hear the necessary people and/or activities to complete the activity.
 - 1) If possible, the Team Leader should consult with National Board prior to terminating the activity.